

GENERAL INFORMATION FOR APPLICATIONS TO CONSTRUCT OR RECONSTRUCT IMPROVEMENTS - DNRC RESIDENTIAL LEASE LOTS

When altering or adding an improvement, the first step will be to complete an improvement request form and submit it to the Lease Manager. They will approve the location of any buildings, etc., that you wish to construct. The Lease Manager, in most cases, will be the DNRC Unit Office Land Use Specialist. You can find your Unit Office on the Internet at the following website: [HTTP://WWW.DNRC.MT.GOV/FIELD_OPERATIONS/DEFAULT.ASP](http://www.dnrc.mt.gov/field_operations/default.asp)

The lease manager can make an initial assessment of the project. Simple improvements may be approved immediately. For more complex improvements, the approval process, time schedule, county permits and other aspects should be clarified.

CONSTRUCTION

- The lessee should submit conceptual design, site plans and written description for proposed development or changes to the lease manager.
- The conceptual plans should be detailed enough to show roads, trees, rock outcrops, planned and existing improvement location structure size material and lot boundary as accurately as possible.
- Comments from affected neighbors may also be solicited for projects proposing construction of additional structures such as outhouses sheds, or pump houses.
- The lessee is responsible for locating the corners of the lot in order to develop a site plan. If the lot boundaries are not clear, the lease manager will assist the lessee in establishing the boundary. Setback shall be at least ten feet from the lot line for all improvements. Existing improvements will be grandfathered. Variances may be granted on a case by case basis.

OTHER AGENCY REQUIREMENTS

- When lessee desires to make improvements requiring permits from local, state, or federal agencies, the lessee will first submit an improvements plan to the Unit Land Specialist. Upon the Land Specialist's approval, the lessee can then initiate the usual local/state/federal permitting process.

Docks:

An Army Corp of Engineers Permit is required for new installations where dredging or filling is required. A permit from the County is required for all new installations. County Planning Department administers the Montana Lakeshore Protection Act.

Sanitation:

The Health Department administers permits for the installation of sanitation systems.

- All construction must adhere to local, state, and county codes where applicable.
- The lessee is responsible for securing all permits needed for the project.
- Upon receipt of applicable permit/s, permit copies should be submitted to the Unit Office, and final approval of your project may be granted.

UTILITIES

- Underground utilities are encouraged. The location of all utilities should be identified on the site plan.
- Any water right appropriated or secured on State land by any individual or party for use on or off such state land shall be filed and recorded in the name of the Montana State Board of Land Commissioners, and copies of all related documents submitted to the Unit Office. DNRC shall be notified prior to requesting such development appropriation of water right. A copy of the water right shall be submitted to the lease manager for the file.

MAINTENANCE

- Minor maintenance involving repairs-in-kind do not need State approval if there is no effect on the resources and no structural changes. Maintenance is the act of keeping the facility in an ordinary, efficient operating condition. It includes preventative maintenance and normal repairs, needed to preserve the improvements. Examples of minor maintenance include replacing a few boards on a deck, a few shingles on a roof, painting, or a broken windowpane. All other actions such as reconstruction, new construction, additions, and exterior modification require State approval.

IMPROVEMENT APPLICATION PROCESS

1. Authorized lessee shall complete site plan and written project description and submit to the Lease Manager.
2. Department will review the request and either approve or notify lessee of application deficiencies within 30 days of receipt of application.
3. Department will provide written notice of approval or denial of improvement request within 30 days of receipt of complete application.
4. For major improvement projects, lease manager shall do periodic inspections as deemed necessary.
5. Lessee shall notify the Lease Manager when the improvements are completed and conduct an inspection of the property.

ADDITIONAL INFORMATION

1. If you wish to do anything within 20 feet of the shoreline, you must contact both the Unit Office and the respective county Planning Department. Some counties have adopted lake and lakeshore protection regulations which require a permit for any construction, demolition, fill, excavation or shoreline modification in any lake, on any lakeshore, or within 20 feet of the high water line.
2. If you wish to install a septic system, you must contact both the Land Use Specialist and Environmental Health Services, Sanitation Division. The County Sanitarian will inspect your lot to determine the specific requirements for your lease. The septic system must be within the boundaries of your lot, and all required local permitting needs must be met and a permit obtained. When you have received a permit from the local sanitarian, you may then present your septic project plan and permit to the DNRC to obtain authorization to begin construction. Septic construction cannot occur until written authorization is obtained from the DNRC.
3. If you wish to construct a water well, and you have received approval from the DNRC Unit Office, the respective Sanitation Division can also help you with the well location. The well has to be a certain distance from the septic system but be within the lot boundaries. The well log has to be recorded with the respective local Water Rights Bureau, in the name of the Montana State Board of Land Commissioners. The well is your improvement, but the water rights belong to the State since it was developed on State land for use on a State lease.
4. If any merchantable trees have to be removed for any project, you will pay fair market value for the stumpage.
5. A copy of all permits obtained for projects must be submitted to this office for our files.